

JUS.T.I.S. * Governance Council Meeting Minutes

*Justice Tracking Information System

Thursday, April 27, 2006, 10:00 a.m.

Hall of Justice, 850 Bryant Street, Room 215

San Francisco, California 94103

Attendance

| | | | |
|-----------------|-----------------|-----------------|-------------------|
| Sheriff | Eileen Hirst | Public Defender | Rene Manzo |
| Adult Probation | Ernest Mendieta | Superior Court | Ron Ho |
| MOCJ | Allen Nance | DTIS | Walt Calcagno |
| DOSW | Emily Murase | DTIS | Yolanda Scheihing |
| Police | William Gitmed | DTIS | Rob Castiglia |
| Police | Richard Peck | IT PM | Al Corker |
| Police | Douglas Carr | Coordinator | Paula Itaya |

Call to Order

Eileen Hirst, Co-Chair of the Governance Council, called the meeting to order at 10:01 a.m. Eileen requested that all audible electronic devices be deactivated, so as not to sound during the meeting. Eileen noted that no members of the public are present today, although the meeting had been duly announced and posted. She said that since the public is not present, it would not be necessary to call for public comment after each agenda item.

Eileen introduced Ernest Mendieta, who would be replacing Jahangir Khan as Adult Probation Department representative to the JUSTIS Council. Jahangir has left the Department to begin work with a consulting firm in the City. Eileen introduced Lieutenant Douglas Carr, who would be the Police Department lead on the Records Management System (RMS) Project. Eileen introduced Rob Castiglia, formerly of IT Project Methods, now working with Walt Calcagno at DTIS. Members introduced themselves and welcomed the new members.

Adoption of Agenda - Action Item

Emily Murase moved to adopt the Agenda. William Gitmed seconded the motion, which was approved unanimously by the members. The Agenda was adopted as submitted.

Adoption of Meeting Minutes - March 9, 2006 - Action Item

Emily moved to adopt as final the Draft of Minutes of the meeting of March 9, 2006, dated March 15, 2006. Allen Nance seconded the motion, which was carried by unanimous voice vote. The Minutes were adopted for distribution as final.

Report on COIT - Discussion Item

Eileen said that the Committee on Information Technology (COIT) asked for a presentation on the status of all aspects of the JUSTIS Project, for example, the budget, accomplishments, future plans. The Mayor's Office had a scheduling conflict and could not attend. Walt Calcagno and Al Corker attended with Eileen. At the end of the presentation, Ed Harrington asked them to meet and return with recommendations for changes in JUSTIS Governance. Eileen said that the request was precipitated by a reduction of the MOCJ financial staff, which was leading to some disorganization and delay in payments being made. When there was a delay in paying New World Systems for their software, they realized that some changes had to be made in the administration of the JUSTIS budget to relieve MOCJ of the day-to-day paperwork responsibilities. Eileen said that meetings have taken place with Walt Calcagno, Al Corker, Allison Magee

(Mayor's Budget Office), Chris Vein (DTIS) and Allen Nance to discuss possible solutions to streamlining the administration of the JUSTIS budget process.

Eileen invited Al to present the original organization of the Project, dated May 2003, and a proposed organization of the Project, dated April 2006. Al added that at the inception, the past structure was very much centered within MOCJ. The main decisions and acquisitions have now been made and the project has become more operational. The main difference in the proposed structure is that the Mayor's Budget Office, through the DTIS payment system, can receive the invoices and apply them for payment to the correct revenue stream. Walt is the JUSTIS Project Manager. Eileen said that the proposal is basically an internal adjustment and would be transparent to the members. Executive sponsorship remains with MOCJ, which insures the Project an advocate close to the Mayor. The Governance Council retains the important oversight function. Decisions on technical issues remain with the Technical Steering Committee, which retains its original composition of neutral members. She said that Walt, Al, Allen and she would return to COIT next week to present the new process. Members raised no objections in the discussion of the proposal.

Executive Sponsor Update - Discussion/Action Item

Allen gave an update on the Budget for FY 06/07. He said that in reviewing the budget for the COIT presentation, he thought there existed a lack of clarity in the way that invoices were being applied. He said that he believes the proposed structure will vastly improve the process through which invoices are being approved and certified for payment.

Allen said that he anticipates that \$3.3 million would be forthcoming from the General Fund, with \$2.4 million non General Fund monies. He said that the process is being finalized and he expects next year's budget to be in the range of five to six million dollars. Eileen said that departments should be relaying their figures for next year to Allison.

Allen said that some line items include approximately \$241,000 for New World Systems for the software development on the Records Management System (RMS/Jail Management System (JMS)), and maintenance for the Police and Sheriff's Departments. The IT PM contract would be funded from a portion of the General Fund. DTIS expenditures include labor for the departmental case management systems and equipment, and for the development of the HUB. There are some enhancements for the Public Defender case management system. Included is some expenditure for the Police Department infrastructure equipment for the network. Some desktop devices would be deployed to the Police Department, funded by grants. The COPSMOR grant would be applied to technical hardware to support the RMS. The server consolidation project in the amount of approximately \$679,000 is funded by a grant for project oversight. The original grant amount of \$742,000 leaves approximately \$45,000 for a test server in the Sheriff's Department and some Citrix licenses. William said that a Police Department request for the amount of approximately \$398,000 would be deleted from the General Fund, since the prices on some equipment have been reduced. Eileen added that the budget is still in flux and under discussion, and should be included in the agenda for the next meeting.

Transition Phase – Al gave a presentation on the present status of the HUB and Server Consolidation projects and the System Development Lifecycle (SDLC), a system of program management used in many federal and state agencies, and the Transition Phase. Al said that the HUB is important to the members for the integration of the JUSTIS Project, and Server Consolidation, less realized by the members, but very important to the architecture of the project for the essential elements of security and support.

Al said that the HUB is in the Elaboration Phase of the HUB build Project, and in the Construction Phase of the JUSTIS Program. He said that active participation by all of the JUSTIS agencies is critical and all agency systems should be completed in time for integration with the HUB. The present focus should be on Memoranda of Understanding (MOUs) for the exchange of data between agencies, and Al outlined the basic elements to be included in the MOUs. Al said that the Transition Phase establishes and defines the relationships between member agencies and DTIS, which would include the issues of access, support, uptime, administrative rights and maintenance. DTIS would provide physical and data security at the server level and WAN support and security.

Al said that the Server Consolidation Project (SCP) is in the Construction Phase of the project, and in the Transition Phase of the JUSTIS Program. Al said that they would be dealing with the HUB and Server Projects simultaneously because both projects are critical to deployment planning. He noted that there has been some confusion among the

members regarding security of the data, and so it is helpful to separate the two projects. Al outlined the elements to be included in the Server MOUs, which also should be accomplished as soon as possible. Walt added that DTIS would be making appointments with departments to work on the MOUs with DTIS and with MOCJ. Al said that the MOUs concern departments whose data is exchanged, and are with MOCJ as Governance documents.

Technical Steering Committee (TSC) Update - Discussion/Action Item

HUB Project - Walt said that the contract was signed. Discussions with the vendor, PlanGraphics, who will supplement work by DTIS, have begun. DTIS is in the process of reviewing the necessary and helpful documents, and the vendor is re-gathering their resources after the hiatus of the contract process. They would begin actively working in May. Walt said that they are still estimating nine months for completion.

Walt said that the "HUB-lite," the interim HUB, project is in progress and will be seen to completion. They expect to have a working model in June. Walt said that they hope that many of the components could be transferred to the HUB. They would know more after the vendor has started work. Al added that the need for the exchange of data compels pressure for completion of this project and for completion of the individual projects.

Case Management System Update - Discussion/Action Item

District Attorney - Yolanda Scheihing presented the update for the representative who could not be present. She said that they have completed training with the secretarial and misdemeanor staffs, and have uncovered a problem in the complaint document. Yolanda said that they are working with the vendor and DTIS to clean up the court event record. They would be starting some retraining.

Public Defender – Rene Manzo said that he had a family emergency and so was away for three weeks. They are just beginning to catch up. The Public Defender's Office is moving to Phase Two of their case management system. He said that Yolanda has uploaded the data and they would begin testing and working on it.

Police Department – William presented an update on the Police system(s). He said that work on the Level II switch is winding down. The switch work for the desktop environment is nearly complete. Rollout for the mobile client would take place on May 2nd and be completed by mid-May. As soon as the new desktops are in place, they would implement the legacy system as well as the two new applications. William said that connectivity to the CABLE production side has been completed and normal functionality has been achieved.

William invited Richard Peck to provide an update on the RMS. Richard said that the vendor was on site last week. He said that they have been working on the incident and case reports, reviewing the information and logic that would be required. Richard said that the vendor would be back next week to work on some network problems with the test server. They do have a backup server. He said that there are some issues in connection with the IDENTX system. Richard said that they have been joined by Lt. Carr, who will be very helpful as a subject matter expert. Richard said that he is satisfied with the progress they are making.

Sheriff's Department – Eileen provided an update on the JMS. Eileen said that they have completed and can perform core functions on their system, but are waiting for the HUB to communicate with other departments. Eileen said that when the HUB is functioning, they would be able to book, classify, house and move inmates with their system. She said that they are using this time for training. In addition, they are using IT PM process modeling to gather the information needed to reduce the amount of time between booking and assignment to program placement. Walt added that they have been working on the exchange of data needed from the interim HUB.

Adult Probation Department - Ernest Mendieta thanked Yolanda for her help and support in the absence of Jahangir. Ernest said that they are working on emailing supplemental, progress, and oral reports to Department 22, as a valid specific address. They would like to email reports to the District Attorney and Public Defender also. He said that they need to have one specific email address for each departmental location. In answer to a question, he said that they are using electronic signatures.

Superior Court - Ron Ho said that they are in the process of transitioning to the State system. They are gathering information regarding the requirements. He said that he would have a more comprehensive report for the next meeting.

New Business

Allen gave a report on his presentation to the Select Committee on Ending Gun and Gang Violence. The Board of Supervisors has been concerned about the rise of violent crime in the City, and has been studying causes and strategies for reducing the number of violent incidents. Allen said that he thinks the number of homicides, 96 last year, and 88 the previous year, are misleading. He said that the number of incidents of "serious bodily injury" crimes is far greater. Allen said that the care victims receive at San Francisco General Hospital is of such high quality that the homicide rate is thereby reduced to critical injury, which is good for the victims, but should be considered in the overall picture of the issue.

Allen said that the Supervisors asked him to report on and were very interested in the progress and development of the JUSTIS Project, which they understand would affect the way in which cases are handled. Allen said that it took him about six weeks to fully grasp the nature and extent of the Project, which consists of five or six projects undertaken simultaneously. He said that the Project has been a long effort, although he realizes that there is a difference between the ways the Project began and the way it is moving forward now. Eileen added that the Project had changed direction about three years ago, and is now making progress, which did not occur in the past. She said that people might have a misconception about the length of time the Project is really taking. Allen said that he would send Eileen a document which he received from DTIS and said was very helpful in outlining the various case management projects, and which showed some of the benefits which would ultimately be realized from the coordination and integration of the systems. He said that the members should have copies of the report. Allen said that he summarized his report to the Committee by saying that an important key to dealing with the problem of gun violence is the ability of the criminal justice agencies to communicate information within their agencies and to each other. Allen stressed the importance of the day-to-day improved functionality of the individual systems and their subsequent integration to the whole. He said that it is important for each agency to articulate the benefits and accomplishments of their systems to date. Allen said that it is important to proactively engage the Supervisors on the Committee (Supervisors Ammiano, Alioto-Pier, Mirkarimi, and Maxwell) relative to those accomplishments, and the benefits to be derived from the completion of the Project.

In answer to a question, Allen said that the Committee meets twice monthly, on the first and third Mondays, at 10:00 a.m., in Room 263, at City Hall. The next meeting is scheduled for May 15th.

Allen said that the benefits and savings of the implementation of the departmental case management systems would be on the agenda for the next meeting. It was suggested that a report on the benefits and savings realized by the implementation of the JUSTIS Program be regularly transmitted to the Supervisors.

A suggestion was made to invite the City Attorney to Governance Council meetings, especially when the MOUs are being discussed. Allen said that he would talk to David Carrillo.

Adjournment- Juvenile Probation, ECD, and the District Attorney's Office were not represented at the meeting. The next Council meeting is scheduled for Thursday, June 8, 2006, at 10:00 a.m., in the Adult Probation Conference Room. There being no further business before the Council, Eileen moved to adjourn the meeting. Emily seconded the motion, which was carried unanimously. The meeting was adjourned at 11:12 a.m.